



CONFIDENTIAL

Annual Plan

For the Year of: _____

Date Prepared: _____

WIP, Billings, Collections, Disbursements:

How much will I bill in fees?

How much will I bill in disbursements?

How much will I collect from all sources?

How much will my clients owe me at the end of the year?

How much billable work will I book?

What will my inventory of unbilled work be?

Revenue, Overhead, Profit and Draws (see budget):

How much will my expenses be?

How much will my profit be?

Will there be any capital expenditures or expenses?

How much will I draw?

Targeted Changes:

What will the change in my unbilled disbursements be?

What will the change in my accounts receivable be?

How much will my inventory of unbilled work change?

What will the change in my short-term debt be?

What will the change in my long-term debt be?